

## Meeting Minutes for the Board of Governors Meeting Swanmore College 2021/22

Date: 11 July 2022	Start time: 5.30pm	End time:8.00pm
<b>Present</b>	<b>In attendance</b>	<b>Apologies</b>
Dennis Gamblin (DG)(Chair)	Jackie Finney (JF) - Clerk	Laura Barker (BLR)
Kyle Jonathan (HDT) – Head Teacher		Simon Firth (SF)
Ian Mills (IM)		Tessa Philpott (TP)
Jane Hulme (JH)		Chris Loveday (LOY) – School Business Mgr
David Newberry (DN)		Amanda Griffiths (GRS)
Helen Horn (HH)		
Matt Short (MS)		
Charlie Oulton (CO) – left at item 8		
Matthew Moore (MM)		
David Hedicker (DH)		
Phil Harris-Bridge (PHB)		<b>Absent</b>
Bex Warrillow (BW) - virtual		
Phillip Walker (PW)		
Justin Jamieson (JJ)		
David Hedicker (DH)		
Rebecca Allison (RA) - virtual part of meeting only		

Item	Subject	Action
<b>1</b>	<b>Welcome and Apologies</b>	
	The chair welcomed the Governors to the meeting. Apologies were received and accepted from BLR, SF, TP, LOY, GRS. The meeting was quorate.	
<b>2</b>	<b>Register of Pecuniary Interests</b>	
	There were no pecuniary interests declared.	
<b>3</b>	<b>Introduction of new Parent Governor</b>	
	HH introduced herself to the Board. The Governors welcomed HH to the team.	
<b>4</b>	<b>Minutes of previous meeting held on 16 May 2022</b>	
	<b>4a) Approval</b>	
	<b>4b) Actions (See action log) and matters arising</b>	
<b>4a</b>	The minutes of the last meeting were approved by the board and were electronically signed.	
	<b>Matters arising and action log</b>	
<b>4b</b>	<i>Q When will the revised uniform be introduced? A Over the next year.</i> The college are paying for a lollipop person which will be funded through Swanfest income. These costs £6K per year. <i>Q How will this be paid for in the future? A If funding doesn't come via Swanfest income, HDT would approach HCC again.</i>	
<b>5</b>	<b>Written HT report to include:</b> <ul style="list-style-type: none"> <li>• staff changes</li> <li>• summary of complaints 2021/22</li> <li>• SEF</li> </ul>	

	<ul style="list-style-type: none"> <li>• LLP report</li> </ul>	
	<p>HDT uploaded the report prior to the meeting. There has been a problem with staff absence due to Covid. Mark Kingswood is the Lead Learning Partner (LLP) and recently visited the school. The school is doing very well, and the report is positive. Safeguarding – we have linked with two other schools and have worked with them to improve safeguarding standards in school. JH undertook the QA with the link schools and commented that it was a valuable experience. Swanmore is a very open site, however visitors do have to go via reception to sign in, and staff challenge anyone not wearing a lanyard.</p> <p>There has been an issue with buses linking in with the change in the school day. Time has been taken off breaks and lunch breaks (5 minutes) and, as a result, we will meet the 32.5 hours curriculum time required by the Government.</p> <p><i>Q Why does it cost £80K to change the buses?</i>  <i>A One of the buses collects at 3pm and then goes to Droxford after dropping Swanmore children off. The service was not originally fit for purpose as Droxford children were already being picked up late.</i></p> <p><i>Q Do you see this situation changing?</i>  <i>A HDT is hoping central Government will eventually provide funding to help schools provide a 32.5 hours a week curriculum.</i></p> <p><i>Q Will the 5 minutes taken off lunchtime impact on children buying food?</i>  <i>A HDT doesn't think so, however we are looking into this with the possibility of an extra serving point. Music practice time is being affected by the change.</i></p> <p><i>Q There is time allocated on the report for teaching. Will this be adjusted?</i>  <i>A It is support staff that are affected by this.</i></p> <p><i>Q Have you tested the new technology in school?</i>  <i>A There has been a trial, however we have one more phase to go. Some rooms need adjusting to accommodate the new technology. This will be complete by September.</i></p> <p><i>Q Have the admissions appeals concluded?</i>  <i>A Yes they were upheld and we have 285 in Year 7 and two more pupils in Year 8 so we are over Pupil Admission Numbers (PAN).</i></p> <p><i>Q R.E – many schools are changing the subject title to Ethics which is more appealing to pupils. Are you considering this?</i>  <i>A It is currently referred to as R.E and Sociology. We have a new teacher starting, so HDT will be discussing this with him.</i></p> <p>Swanfest – well done LOY and the team, it was a very successful event.</p> <p><i>Q PP and SEND are the challenges regarding attendance, do you target the small number of pupils having the most impact, or larger numbers 'just below' to bring the numbers up?</i>  <i>A The school has a new attendance officer (Tracy Frost) and this is being considered. PHB to email good examples of attendance strategies to HDT.</i></p> <p><i>Q Boys attendance is stronger than girls, why is this?</i>  <i>A We have a number of girls struggling with mental health issues which affects the data.</i></p> <p>SEF – this was uploaded before the meeting. No questions were raised.</p>	PHB
<b>6</b>	<b>Reflections on an Ofsted inspection</b>	
	<p>PHB discussed the reflections on an Ofsted inspection that he was recently involved in. This information is on Governor Hub.</p> <p><i>Q How are we doing as a Board?</i>  <i>A Governors need to be on site more. HDT commented that the link role is particularly useful.</i></p> <p><i>Q Was data discussed?</i>  <i>A Not really, just the 2019 GCSE results before Covid.</i></p> <p><i>Q How much did they expect the Governors to know about data?</i>  <i>A Governors needed to know attendance data, safeguarding themes etc.</i></p> <p>Ofsted preparation to go on the next agenda (completed). DG is arranging an additional whole Governor training for the Autumn term.</p>	DG

<b>7</b>	<b>Election of Chair and Vice Chair for 2022-23</b>	
	DG and BW left the room. The Governors unanimously voted for DG to continue as Chair and BW as Vice Chair. DG thanked the Governors for all of their hard work over the year.	
<b>8</b>	<b>Board of Governors composition, memberships of committees and panels, and key governor roles for 2022/23. Review roles and responsibilities.</b>	
	DG uploaded a list of committees and members to Governor Hub prior to the meeting. We need an additional Governor to join the pay committee. MM volunteered to join the committee. HH to join the resources committee. JF to add MS to resources and JJ is Vice Chair of the Pay committee (completed). CO left the meeting.	
<b>9</b>	<b>Review Terms of Reference</b>	
	All Terms of Reference documents have been uploaded to Governor Hub and Chairs of committees contacted.	
<b>10</b>	<b>Staff survey to include:</b> <ul style="list-style-type: none"> <li>• SLT response</li> <li>• 'You said' responses</li> </ul>	
	This information is on Governor Hub. HDT to send responses to staff, MS to send email to HDT. Two surveys will be run twice next year with focus groups. MS and PHB were thanked for their hard work on this.	<b>HDT/MS</b>
<b>11</b>	<b>Discussion on thresholds for the Rights, Respect and Responsibilities award</b>	
	HDT to upload this information to Governor Hub (Ofsted folder).	<b>HDT</b>
<b>12</b>	<b>Discussion on possible joint equality and diversity group</b>	
	DG met with the school council and advised that if they would like Governor input, Governors are happy to support with this. The LGBTQ+ group may become the equalities group. Link Governors to attend this group and feedback to Governors if required.	
<b>13</b>	<b>Update on Pupil Premium</b>	
13.1	We have been running a mentoring programme for PP children. PP children have a pupil inclusion plan to help guide teachers. 50% of the springboard tutor children are PP. This is discussed in more detail in S & W. HDT to upload the PP report to the Ofsted folder.	<b>HDT</b>
13.2	<i>Q Have the number of Free School Meal (FSM) pupils increased since the cost-of-living crisis? A HDT to find out and report back.</i>	<b>HDT</b>
<b>14</b>	<b>Budget update</b>	
	This is on Governor Hub. There were no questions.	
<b>15</b>	<b>Safeguarding and safeguarding training</b> <ul style="list-style-type: none"> <li>• Draft safeguarding audit to be submitted by 30 September 2022</li> </ul>	
15.1	This information was uploaded to Governor Hub prior to the meeting. HH and IM to book onto Prevent training.	<b>HH/IM</b>
15.2	Governors to check when they last did safeguarding training and ensure they are doing the training every 3 years. The Chair of Governors and Safeguarding Governor will do the training annually. JH is sending information to Governors to help with asking questions on safeguarding when conducting link visits. DG and BW will also discuss H&S questions.	<b>All/JH</b>
<b>16</b>	<b>Governor matters</b> Subject Link Governors and reports and review of process. Governor training 2022/23 to include skills audit. Governor development plan – Ofsted, HGS Training Plan Marketing & communications Resignations, vacancies, recruitment (agree BLR Governor term) Any changes to terms of office .Laura Barker – Governor maternity leave	
<b>16.1</b>	<b>Link Governors</b>	

	Availability of staff has been an issue. Link visits will be discussed with GRS and brought to S&W.	
<b>16.2</b>	<b>Governor training 2022/23</b>	
	Already covered. JJ and IM to review Governor Hub. Whole Governor Training will be brought forward to October if possible to focus on Ofsted.	<b>JJ/IM</b>
<b>16.3</b>	<b>Governor development plan</b>	
	DG to arrange an additional date for Governors and SLT to meet to discuss Governors strategy and objectives for the College	<b>DG</b>
<b>16.4</b>	<b>Marketing &amp; communications</b>	
	Nothing to report.	
<b>16.5</b>	<b>Resignations, vacancies and recruitment</b>	
	HH has joined the team as Parent Governor. DH is leaving the Board. JF to amend the hub (completed). DH was thanked for his contribution to the team. There are two co-opted vacancies and one staff Governor vacancy which will be advertised again in September. Governors were asked to promote the co-opted vacancies when they are advertised	
<b>16.6</b>	<b>Any changes to terms of office – BLR maternity leave</b>	
	BLR would like to remain as a Governor during her maternity leave. The Governors approved BLR remaining as a Governor. JF to find out if she is counted in the quorate count (completed).	
<b>16.7</b>	<b>Correspondence</b>	
	None received.	
<b>17</b>	<b>Policies and procedures</b>	
	<ul style="list-style-type: none"> <li>• Complaints policy</li> <li>• Behaviour policy</li> </ul>	
	The above policies were approved by the Board of Governors. HDT discussed an away day for pupils to enjoy large inflatable equipment on the school site. Governors approved this. The risk assessment has been completed. Checks are made to ensure we are covered by insurance.	
<b>18</b>	<b>Matters arising from the Committees</b>	
<b>19</b>	<b>Standards and wellbeing</b>	
	Information is on the hub.	
<b>20</b>	<b>Resources</b>	
	Information is on the hub.	
<b>21</b>	<b>Community</b>	
	Information is on the hub.	
<b>22</b>	<b>Resumption of all in person meetings 2022/23 - discussion</b>	
	The BoG meetings will remain face to face. Committees will choose whether to run meetings face to face or virtual. DG to liaise with LOY regarding Microsoft Teams.	<b>DG</b>
<b>23</b>	<b>Impact of meeting</b>	
	<u>Accountability/Compliance</u> Governors approved the above policies. <u>Strategic Leadership</u> Governors challenged the SLT on PP, SEND and the change in the school day. <u>People</u> HH joined the Board as Parent Governor. <u>Evaluation</u> It was decided that an extra meeting to discuss Ofsted will be arranged for the Autumn.	
<b>21</b>	<b>Date of next meeting: 19 September 2022 at 5.30pm</b>	

Signed

Electronically signed

Dated 14 November 22